

WEBINAR PRESENTATION DEFENSES - 05/09/24

The Doctoral Affairs Department manages an average of 450 thesis and HDR defences per year, organised by 2 managers who are your contacts:

- Laure EVRAERE - EG ENGSYS, MADIS, SESAM, SHS
- Yvon BRUANT - EG BSL, SJPG, SMRE

Each has his or her own portfolio of graduate schools but is able to ensure continuity of files in the event of absence.

Single contact for oral examinations: soutenances@univ-lille.fr

Each year, almost half of the examinations take place between September and December, which represents a peak in activity for the last 4 months of the calendar year.

As a reminder, an overall outline of the procedure with deadlines and rules for jury composition are available online on our [Doctorat Université de Lille](https://www.univ-lille.fr/doctorat) website and more specifically from your Graduate School (the timetable can be adapted according to the prerequisites required by the EGs to launch the defence process). In your ADUM space, you will also find a FAQ specific to viva voce. Please do not hesitate to consult this document, as it deals with a large number of questions and is likely to provide you with the answers you are looking for.

During the webinar, you can ask your questions live in the Q/R section at the bottom of your screen, and my colleagues will answer as they go along. During this session I will be speaking in French, but the supporting documents will be shared in English. A summary of the webinar will be sent to participants in French and English.

Points to watch, frequently asked questions:

Approach to the presentation:

- You must be REGISTERED to defend your thesis. For full-time theses exceeding 3 years (4 years for the SHS sector), a derogatory re-registration is possible with justification and subject to the agreement of the Vice-President of Doctoral Affairs. For part-time theses, the derogation applies after 6 years. As derogatory registrations require an additional level of validation, it is advisable to plan ahead in order to be able to organise the defence in good time.
- The defence may take place at any time during the year as long as the registration is in order. As a reminder, current registration allows you to defend until December, after which you will need to register again.

- Periods when the University is closed must be added to the procedural deadline. Independently of these official closures, all school holiday periods are potential periods of leave for staff. It is advisable to ensure that the departments involved in the procedure are present.
- As mentioned above, the timetable, which is online on our website, only comes into effect once the graduate school has authorised you to launch the defence procedure. To find out more about the conditions, please contact your graduate school.
- The deadline is approximately 8 weeks. To defend before the December closing period, you should aim to start the procedure at the end of October/beginning of November at the latest (the closing period runs from the evening of 22 December to 8 January).
- Once you have announced your defence date in ADUM, you can always change it and defend at a later date (note the re-registration procedures described above). You may be able to bring the date forward only if the procedural deadlines are still met. In all cases, you must keep us informed of any change of date as well as the graded school.

Q : You have to be registered to defend your thesis: do you have to be registered for the day of the defence or is it enough to be registered when you start the procedure?

A : You must be registered to launch the procedure on ADUM.

Q : Can the examination venue not be in Lille?

A : It can, but you need to apply for a derogation (you can find the document on ADUM), which must be sent to us for validation by the Vice-President for Doctoral Affairs.

Q : Do I need to organise a 3rd ISC to re-register and defend my CIFRE thesis in March 2025?

A : You should contact your graduate school, which will be able to answer your question.

Q : What are the reasons accepted by the Vice-Presidency for Doctoral Affairs if I want to defend my thesis outside Lille? I've seen the application document on Adum, and I'd like to know whether refusals are given, provided that the supervisors and the team are in agreement.

A : Refusals may occur when the place of defence is outside the University of Lille, but it all depends on the reason for the request, and these questions are dealt with on a case-by-case basis.

Q : Is there a specific procedure to follow if I need/want an interpreter (e.g. French Sign Language) during the defence?

A : There seems to be nothing to prevent the use of a sign language interpreter if there is a need. The points to watch out for would include making sure that the translation is accurate, particularly in a highly specialised scientific context, and respecting professional secrecy is also of the utmost importance. To ensure that you have all the information you need, it is absolutely essential that you contact the University's Disability Office, which should be able to direct you to the appropriate contacts.

Q : Is it possible to request a defence with a submitted (not accepted) article?

A : You need to check this with your graduate school, because as indicated, these are the criteria to be met in order to launch the defence procedure.

Jury:

- Beware of co-supervisors whose status is not officially recognised and whose role some doctoral schools do not take into account when composing the jury: in this case, there is no satisfactory solution to date but placing them as examiners will lead them to sign

the PV unlike thesis directors, which is not consistent. If you are in this situation, you should contact your doctoral school, which will tell you what practice to adopt.

- As a reminder, the rapporteurs must not be involved in the thesis work. 2 referees + possibly a third if the work involves people from the socio-economic world (e.g. CIFRE).
- It is possible to include guests (2 maximum), who are not counted as members of the jury and do not sign any documents.
- Chair of the jury: professor or equivalent (e.g. HDR lecturer status is not considered equivalent to professor status), must not be part of the supervising team, must not be emeritus and preferably must not be chosen as one of the rapporteurs (except in special cases to be notified to us).

Q : Can members of the ISC sit on the examination jury?

A : You should contact your graduate school, which will be able to answer your question.

Q : Is the doctoral student responsible for appointing rapporteurs?

A : It is the responsibility of the doctoral student and their thesis director to appoint the referees and enter them in ADUM. The Doctoral Affairs department will call the referees once all the documents and the thesis have been entered into ADUM.

Q : Is it possible to have someone on the jury who works in a field other than the one covered by the thesis?

A : For scientific aspects, you need to check with your thesis supervisor.

Q : How many examiners should be appointed and what are the rules?

A : The number of members is between 4 and 8 (including the thesis supervisor and any co-supervisors). At least half of the jury must be made up of French or foreign personalities from outside the University of Lille, the doctoral school and the doctoral project. As far as possible, the composition of the jury should aim for a balanced representation of men and women. At least half of the jury must be made up of professors or equivalent.

Q: I already have a list of jury members. In order to inform the rapporteurs about Adum, they must agree to take on this role before any work is done on Adum? So it's up to the doctoral student to request them as such and not Adum, which appoints them after the fact? Is that correct?

A : Yes, that's correct. You first need to make sure that they agree to take on this role.

Q: What's the difference between a guest and someone in the audience?

A: A guest will be officially invited via ADUM. But they will not take part in the decision and will not appear on the defence documents. A person present in the audience will not be officially invited via ADUM.

Q : For cotutelles, shouldn't there be extra members (another member from each of the affiliating universities)?

A: For co-supervision, we must ensure that the 2 institutions are represented in a balanced way, in addition to the other rules that must be respected.

Dissertation:

- The thesis must be sent to the referees by the doctoral student, 8/7 weeks before the defence, in order to allow time for the following sufficient time for the rapporteurs. All too often, the rapporteurs discover the PDF version of the dissertation when they are

appointed, which we sometimes send out late because we did not have all the necessary information in time (jury validated, provisional dissertation submitted, etc.). This situation rightly causes dissatisfaction on their part, and jeopardises the timely return of reports. These delays have a major impact on the finalisation of the defence, and in particular on the obligation to publish the defence notice within an acceptable timeframe.

- The dissertation may be written in English. As far as the oral presentation is concerned, you need to make sure that you are understood by everyone. You will need to discuss any differences between the language of the dissertation and that of the defence with your thesis director and the members of your jury. Whichever language you choose for your dissertation, the jury's report must be in French if you are to be awarded a degree, particularly if you are to be included on the qualification lists.
- The dissertation must be submitted to ADUM in a version ready to be examined by the rapporteurs. If an update is absolutely necessary, it must be made before the rapporteurs are called, otherwise it will not be possible.

Q : Can I write my thesis in English but present it in French?

A : You can write your thesis in English but present it in French.

Q : Does the obligation to write an abstract in French still apply when the manuscript is in English? If so, are there other elements that must also appear in French in the manuscript?

A : The abstract must indeed be written in French. The title page must also be in French.

Q : So the referees will receive the dissertation twice: once from the doctoral student and once from the graduate school?

A : The version of the dissertation that you submit on ADUM is actually sent to the referees when the Doctoral Affairs department appoints them via ADUM. But doctoral students send it in beforehand.

Q : So there is the first version of the thesis that you submit to ADUM and on which the referees base themselves. When do you have to submit the final version, which will be published on theses.fr and which incorporates the suggestions made by the referees?

A : You must submit the final version of the dissertation within 3 months of your defence.

Q : Can you confirm that there is no special procedure for writing the manuscript in English?

A : There is no special procedure for writing your manuscript in English.

Q : As far as the composition of the jury is concerned, in addition to the rapporteurs, are there any examiners who have an official role (sign the minutes) but who have not read the thesis in advance?

A : There are indeed examiners in addition to the rapporteurs. They have access to the thesis when we convene the jury via ADUM.

Q : Is it the version after the rapporteurs have returned that has to be submitted or the one sent to them for their opinion?

A : You must submit a first version on ADUM, which is the version on which your referees will give their opinion. Then you must submit the final version after your defence.

Q : If a date is set for a given day but the manuscript is not submitted far enough in advance (5-6 weeks instead of 8-7 weeks), does this automatically move the defence date?

A : If the manuscript is not submitted sufficiently far in advance, the referees will have less time to submit their pre-report, so this may compromise the procedure and push back the defence date.

Q : Are there templates for manuscripts/thesis defences on the cover page, for example?

A : You need to include logos, institutions and funding bodies.

Q : If the textbook is written in English, should the front cover be in French or English?

A: The front cover must be in both languages.

Q: Do I have to hand in my thesis proposal 8 or 7 weeks before the examination? Please let me know

A : 8 to 10 weeks before.

Partial/full distance defences:

- It is still possible to defend the entire thesis remotely, but only in exceptional circumstances. As a reminder, the chair of the jury signs in place of the members of the videoconference panel.
- Hybrid: at least the doctoral student, supervisors and jury chairman should be present. In this case, the jury president signs in place of the videoconference members.
- Any change, including last-minute changes (a member of the jury changing to visio or face-to-face) must be notified as soon as possible to the EG and the Doctoral Affairs Department so that the changes can be made in ADUM and so that the defence documents can be produced in compliance.
- We are aware that cases of force majeure may arise, including on the day of the defence, and we are able to react quickly in such situations. The important thing is to inform us and the doctoral school immediately, so that we can make the change in ADUM and send the proxies to the members concerned. You will then be able to download the amended, and therefore compliant, defence documents.

Q : Are videoconferences recorded?

A : You should contact your thesis supervisor or your graduate school.

Q : It was written that the thesis supervisor must be present. My co-director will only be available by videoconference, is that a problem?

A : It's better for him to be present, but he can be there by video. It's mainly the jury chairman who has to be present with the doctoral student.

Q : When there is a Zoom link for jury members on video, can we share this same link with friends?

A : The zoom link you share with your friends must be different from the one you share with your jury.

Difference between embargo and confidentiality:

- Embargo: Your thesis can be consulted on the intranet but not on the internet. You can indicate this in ADUM and contact the SCD (Service Commun de Documentation) which will send you a request for authorisation to distribute (to be submitted on ADUM). You do not need to apply for an exemption.
- Confidentiality: The thesis is no longer visible on the intranet, internet or on paper. The request is made via an exemption request (in your ADUM space), which you send to the doctoral affairs department for approval or rejection by the Vice-President of Doctoral Affairs.

Please note that requests for confidentiality must be made well in advance!

NB: Any request for confidentiality must be the subject of an exemption request as indicated above. Jury members must also sign a confidentiality agreement. Another

important point is that confidentiality does not exempt you from distributing the notice of defence, so special care must be taken when writing the summary.

Q : If the subject of the thesis is confidential, are there any additional procedures to be followed when submitting and/or defending the thesis?

A : You will need to mention this in ADUM and send us a request for a waiver of confidentiality (you will find the document on ADUM), which we will send to the Vice-President for Doctoral Affairs for validation.

Submission of documents after the defence:

- The thesis director must submit the defence documents on his/her ADUM profile (tab in the left-hand menu 'To do'). It is important to follow the instructions for the conformity of the documents (note attached to the defence documents).
- The examination documents must be written in French, but it is possible to have them translated into another language.

Q : What documents must the thesis director submit to ADUM after the defence?

A : The thesis director must submit all the defence documents. The defence report, the minutes, the jury's opinion, and the proxy documents if there were members present by videoconference.

Obtaining the diploma and certificate of achievement:

Once the defence procedure has been finalised (see FAQ), the attestation of success will be sent (validation by the doctoral student beforehand) and the diploma will be issued (this will take a few weeks) - Particular attention must be paid to entering the speciality in ADUM.

Changing the title of the thesis:

- It is not possible to change the title of the thesis once the defence has taken place, as all official documents will include the title as indicated beforehand. If this is a specific request from the jury, it should be indicated on the defence report and the correction certificate so that the change can be made.
- If the change must take place during the thesis (before the defense), be sure to inform your funder, for some such as the Regional Council, agreement is essential

Diploma, certificate of achievement:

- It is possible to obtain a certificate of achievement in English on request from the Doctoral Affairs Department.
- No English version of the diploma
- If the defence report is written in English, it must be translated into French.
- The cost of translation is borne by the doctoral students.

Q : Is the e-mail address soutenances@univ-lille.fr also used to obtain the certificate of achievement in English?

A : You do need to send your request to this e-mail address.

Requests for authentication of diplomas with a view to recruitment after the thesis:

- These should be sent to the Registrar's Office (scolarite-direction@univ-lille.fr).

A few words about co-supervision:

- It is important to review the co-supervision agreement and identify whether there are any specific provisions concerning the examination (venue, jury, etc.).
- As a reminder, the procedures must be carried out in each of the partner countries and the candidates must be duly registered.
- If there is too much disparity between the rules of the two countries, and no derogation is stipulated in the cotutelle agreement, the documents on the French side must comply with our regulations, for example: the thesis director must not sign the minutes, the jury chairman must be a professor and a member of the jury (cannot be the thesis director), the thesis director cannot be the rapporteur, etc. If necessary, each of the two institutions will have to produce documents in accordance with their respective regulations, which will require advance planning. However, it is essential to inform the graduate school and the Doctoral Affairs Department as soon as possible, without waiting for the defence to take place.
- If the place of defence changes from that indicated in the agreement, an exemption must be requested and justified.

Q : [Could you remind us of the exceptions to the jury's conception for co-tutored theses?](#)

A : [The same rules apply. If rules other than those mentioned apply, they must be mentioned in the agreement.](#)

2025 Doctoral Ceremony (for 2024 defences):

The 2025 Doctors' Ceremony (University of Lille, Centrale Lille Institute, IMT Lille Douai) will take place on 3 March 2025. If you are defending in 2024, make a note of this date in your diaries. We look forward to sharing this convivial occasion with you!

Please note: the diplomas awarded on the day of the ceremony are purely symbolic and fictitious. It is not possible to award real parchments on the day of the ceremony for reasons of administration and security. The procedure for obtaining the real diploma, conditional on the completion of the post-defence procedures, therefore remains in force.

Additional information:

Please do not forget to invite your funders to the examination and to mention them in your dissertation (e.g. the Conseil Régional asks to be invited to the examination and to have its logo on the cover page). If you are eligible for specific funding, it is advisable to find out, with the help of your thesis director, about the funding bodies' communication requirements.

Registering for the qualifications:

For all candidates, the opening date for submitting their application file is 15 October 2024. The deadline for finalising the submission of the application file, including the

compulsory documents, varies according to the date on which the candidate's thesis was defended:

For defences held up to and including 22 November 2024: the deadline for finalising the application is 6 December 2024;

For defences held between 23 November 2024 and 10 January 2025: the deadline for finalising the application is 17 January 2025.

Q : What is a Qualification?

A : Qualification is a necessary step in order to be eligible to apply for a position as a university professor or lecturer (excluding PU-PH).

Q : Where can I get information about qualification?

A: We will be distributing it to graduate schools.

Q: Can you put the link to the Ministry on Q&A? I don't have access to the chat.

A: <https://www.enseignementsup-recherche.gouv.fr/fr/calendrier-2025-des-qualifications-aux-fonctions-de-maitres-de-conferences-extensions-des-dates-de-96877>.